



**EXAMPLE: Visitor Letter**

Date

MEMORANDUM FOR (Unit CC, Section Commander and/or First Sergeant)

FROM: (Name, Rank, Organization/Unit, Home Address, and Contact Phone Number)

SUBJECT: Request for Visitor Access Pass

1. I am requesting a Visitor Access Pass for the following individual(s) for entry to the installation:  
**(State reason(s) for the visit/request. Specify the dates of the visit and the time(s) the visitor will need access to the base.**

<u>Name</u>	<u>Telephone #</u>	<u>Driver License</u>	<u>DOB<sub>mm/dd/yy</sub></u>
Doe, John D	(210) XXX-XXXX	TX./00000000	01/15/65

2. I will inform my visitors that they must have current proof of insurance, proof of registration and a current/valid driver’s license. Additionally, they were briefed that while on this installation all personnel and the property under their control is subject to search.

3. I understand that failure to provide any of the information requested may result in denial of installation access pass. **I have provided a contact number(s), which is reachable during the duration of the visit.**

SPONSORS FIRST NAME, MI. LAST NAME, rank/status, USAF  
Unit/Office Symbol/Home address if not active military

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FROM: Office Symbol

TO: 37SFS/S5B

I concur with this visitor request. Sponsor was briefed and is aware of their responsibilities during the visit.

FIRST NAME, MI. LAST NAME, rank/status, USAF  
Unit Commander/Section Commander/First Sergeant  
Unit/Office Symbol/Home address if not active military



## PROCESSING GUIDELINES

1. All visitors requesting installation access are subject to criminal history checks prior to approval for base access. Non-approvals due to errors in state or local police records **MUST** be addressed by the visitor with the appropriate agency. Visitors wanting reconsideration must provide their sponsor with documented proof of correction and bring it to 37 SFS/S5B, Bldg 5616, Lackland AFB, TX. The information provided will be reviewed and their request for a base access pass will be reevaluated. Visitors must be informed that he/she must have current proof of insurance, proof of registration and a current/valid driver's license. While on this installation all personnel and the property under their control is subject to search.
2. Sponsor must hand carry the list to the 37 SFS/Pass and Registration section in Bldg 5616.
3. The list must be received by Police Services section **NLT 10 duty days** (business days) prior to date of visit.
4. Please ensure the list has the requested information as listed above.
5. If you have a government email account you can digitally sign/encrypt documents through that account, we will accept emailed guest list at [802sfs.s5.passregistration@us.af.mil](mailto:802sfs.s5.passregistration@us.af.mil).
6. Visitors will only be allowed to entry the installation through either the Airman's Gate (410 @ Valley Hi Drive) or Gateway East Gate (S.W. Military @ Luke Blvd) NO EXCEPTIONS.
7. If you have any further questions, please call us at 671-9162.
8. Sponsor must ensure that their guest(s) are aware that at all times while on the installation they and their belongs are subject to search. Guest must stay with their sponsors and not enter and areas marked "Controlled" or "Restricted".
9. **CONCEALED CARRY LICENSE HOLDERS ARE PROHIBATED FROM BRINGING FIREARMS ON THE INSTALLATION.**